

## Record Keeping Checklist

### Production Area Records

- ☐ Weekly inspections of stormwater and runoff diversion devices and devices for channeling contaminated stormwater to wastewater containment structures
- ☐ Weekly inspections of manure, litter, process wastewater impoundments
- ☐ Weekly storage facility wastewater level, as indicated on a depth marker
- ☐ Daily water line inspections (CWA permitted facilities only)
- ☐ Actions taken to correct deficiencies identified as a result of daily and weekly inspections
- ☐ The date, time, and volume of any overflow
- ☐ The annual capacity of the animal mortality disposal system and the number of mortalities treated by that system.
- ☐ On-site precipitation as measured by rain gauge at production area
- ☐ Animal Inventory (Annual)
- ☐ Records of all non-farm generated waste imported to the farm (name, address of waste generator; date, amount of waste, was waste introduced into manure storage or directly land applied?)
- ☐ Anaerobic Digester records (material entering, use of digestate, records of application)
- ☐ Records documenting the current design of any manure or litter storage structures, including volume for solids accumulation, design treatment volume, total design volume, and approximate number of days of storage capacity (412.37(b)(5))

### Land Application Records

- ☐ Manure and wastewater sample results that will be used to calculate land application rates
- ☐ Soil sample results used to calculate land application rates
- ☐ Date(s) of manure application equipment inspection and calibration
- ☐ Scheduled checks of all valves/shut offs for Waste Transfer Systems (see Part III.B.4 of the Permits).
- ☐ Annual calculation of the maximum amount of manure or wastewater to be land applied, before application
- ☐ Crop type and soil type yield potential or measured yield, by field– provide unit
- ☐ For each land application event, the date, rate (tons of manure or gallons of wastewater/acre or pounds of N and P per acre), weather conditions during and for 24 hours before and after application, application method, and equipment used by field or CMU (daily during application)

- ☐ The total amount of N and P applied to each field as represented by total manure applied.
- ☐ Contractor Certifications (if applicable) See Part III.A of the Permits

#### Off-site Transfer of Manure and Wastewater Records

- ☐ Date of each transfer
- ☐ The name and address of the recipient (for each transfer)
- ☐ Quantity transferred (for each transfer)
- ☐ Documentation that the most current nutrient analysis was provided to the recipient

#### Other

- ☐ Copy of the General Permit
- ☐ Copy of the complete NOI
- ☐ Copy of the complete CNMP
- ☐ Copy of the complete ANMP (if applicable)
- ☐ Copy of the CNMP Certification
- ☐ Record of planner on-site review of CNMP with applicator staff (date, time, attendees)
- ☐ Date of planner led presentation of Cornell's Manure Applicator webinar (at least 1/permit term) OR classroom certifications of attendance
- ☐ Copies of Annual Compliance Reports
- ☐ Copies of any CAFO Incident Reports
- ☐ Any records required by Part III.A.4.b-d of the Permit pertaining to Existing Open Waste Storage Structures, Existing Vegetated Treatment Areas and/or Existing Permanent Waste Transfer Systems